

Program and Project Management Section

ADOT Webpages Signon - Microsoft Internet Explorer provided by ADOT

https://www.azdot.gov/websignon/login.asp

ADOT Webpages Signon

ADOT Web Application Login

Please log in (ADOT use @AzDot.Gov)

Userid:

Password:

Login

E2C2 System - No account yet? Please join - here

PEP System - No account yet? Please join - here

PTS System - No account yet? Please join - here

SURF System - No account yet? Please join - here

Forgot your password? Click here

Change your password? Click here

Report System Problems

Go to the websignon page at <https://www.azdot.gov/websignon/login.asp>

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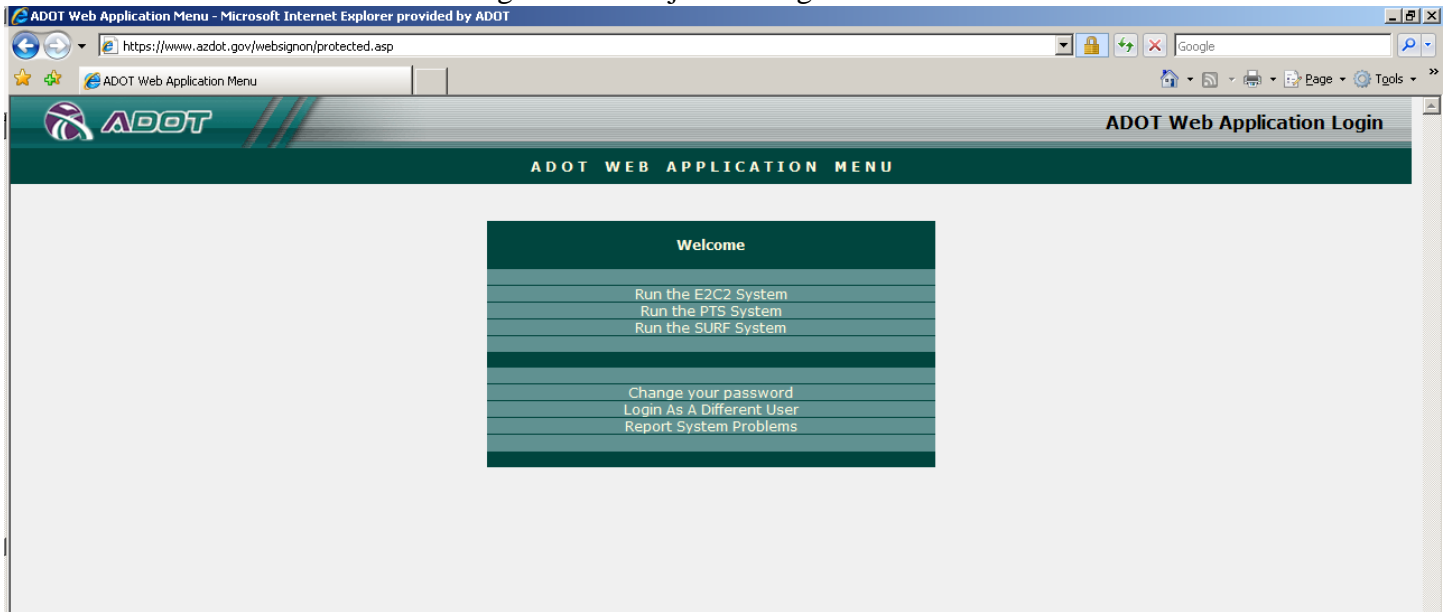
Forgot your password? Click here

Change your password? Click here

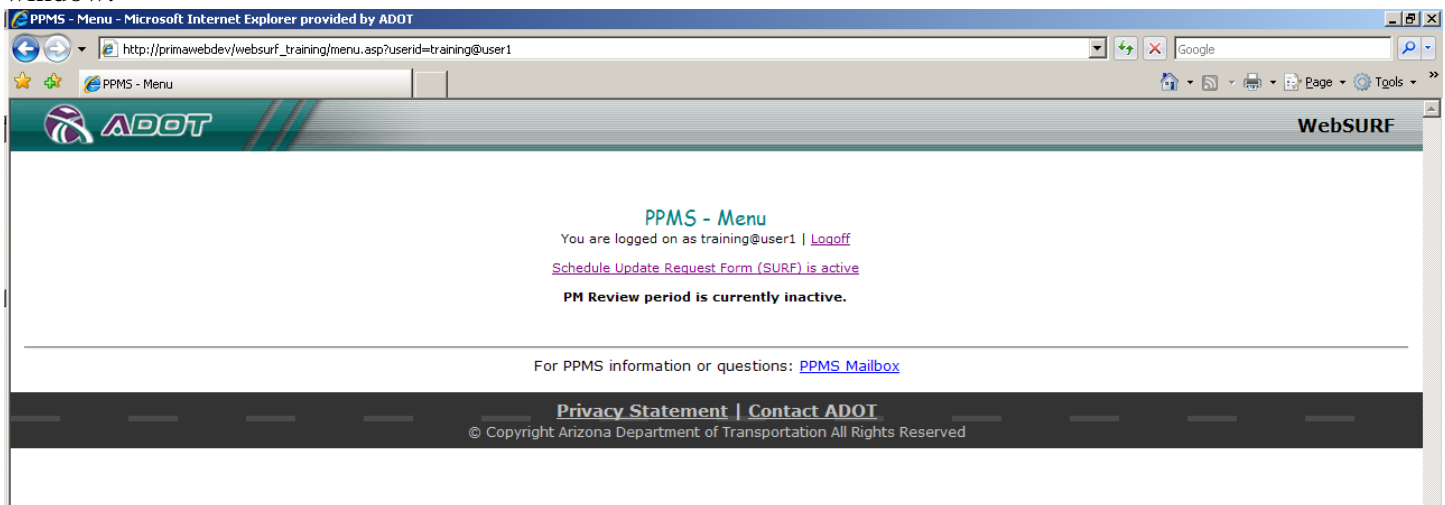
Report System Problems

Enter your email address as the userid and enter the password sent to you or the one you changed it to.

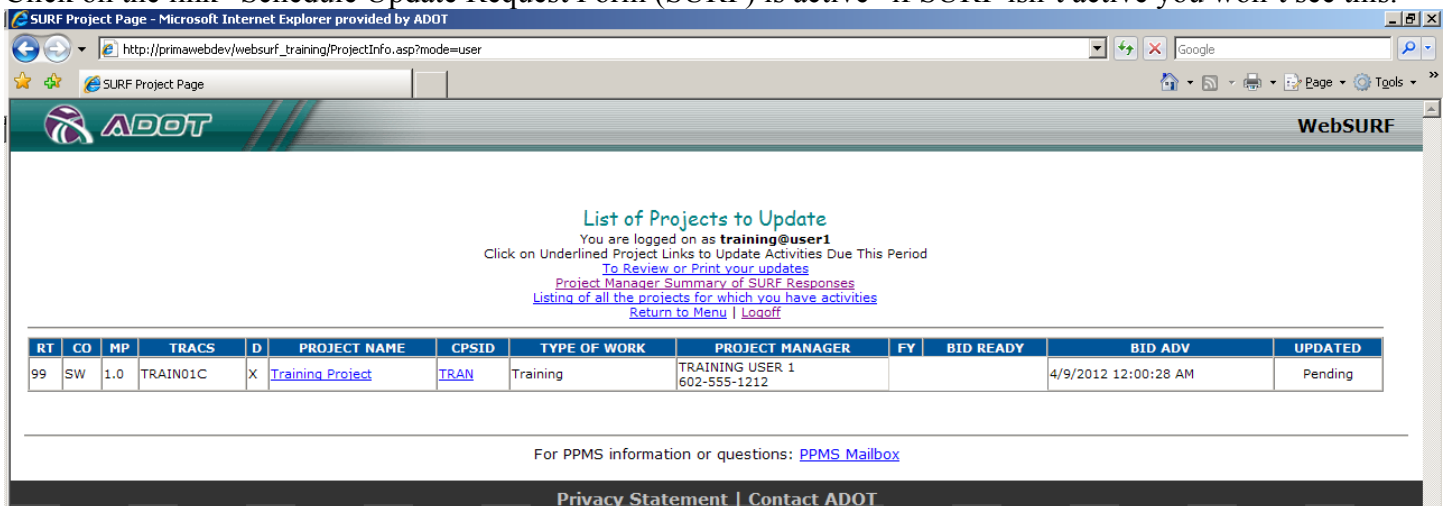
Program and Project Management Section



If you have access to more than one program you will see this navigation screen, select SURF.
If WebSURF is the only application that you have access to through the websignon page you won't see this window.



Click on the link “Schedule Update Request Form (SURF) is active” if SURF isn't active you won't see this.



You know should see a list of projects that you have that need updating. Select the project you want to update; we will use “TRAN” for this training.

Program and Project Management Section

SURF Project Page - Microsoft Internet Explorer provided by ADOT

http://primawebdev/websurf_training/ScheduleInfo.asp?piCPSID=TRAN&msg=Data%20Updated

ADOT **WebSURF**

List of Activities to Update
 You are logged on as **training@user1**
 The Cutoff Date is **10/31/2011**
 Use Calendar Icons to Enter Dates, Add Comments if Any
 Click Update Box at Bottom Left To Submit Update to PPMS
[HELP](#) | [FAQ](#) | [View Schedule](#) | [Return to Project Page](#) | [Logout](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	FY	BID READY	BID ADV	SCHEDULER
99	SW	1.0	TRAIN01C	X	Training Project	TRAN	Training	TRAINING USER 1 602-555-1212			4/9/2012 12:00:28 AM	

Data Updated

Activity ID	Description	Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration
TT42GA	Activity A	01/20/2011	11/30/2011	60	40	01/20/2011			
Comments									
TT42GB	Activity D	10/12/2011	11/08/2011	20	20				
Comments									
TT42GB10	Activity C	10/04/2011	10/25/2011	15	15				
Comments									
TT42GB20	Activity B	10/04/2011	10/11/2011	5	5				
Comments									

Update/Confirm status

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There are 4 activities to update, Activity A has already started and needs either an Actual Finish, Expected Finish or New Remaining Duration. If you enter a New Remaining Duration or Expected Finish date the system will calculate the other part. If you enter an Actual Finish date it must be before the surf cycle cutoff date. Actual dates have to have happened, estimated dates need to be in the future.

The screenshot shows the 'Data Updated' table with four activities. The 'Actual Finish' column for Activity A (TT42GA) is highlighted, and an arrow points from it to a calendar tool. The calendar tool is titled 'Calendar - Microsoft Internet ...' and shows the month of October 2011. It has buttons for navigation (back, print, forward) and a grid of dates. The date 12 is highlighted in red in the grid.


You HAVE to use the calendar tool to enter in the dates. Once you have selected a date the calendar tool will close automatically.

Program and Project Management Section

After you have updated the activities that you can update please hit the update/confirm status button

TT42GB20	Activity B	10/04/2011	10/11/2011	5	5	
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Update/Confirm status



Program and Project Management Section

After you have finished updating your tasks on all projects for which you have been assigned tasks you will want to check your updates. Click on the link “To Review or Print your updates”

List of Projects to Update
 You are logged on as **training@user1**
 Click on Underlined Project Links to Update Activities Due This Period
[To Review or Print your updates](#)
[Project Manager Summary of SURF Responses](#)
[Listing of all the projects for which you have activities](#)
[Return to Menu](#) | [Logoff](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	FY	BID READY	BID ADV	UPDATED
----	----	----	-------	---	--------------	-------	--------------	-----------------	----	-----------	---------	---------

This will show projects for which you have current tasks that required updates, it does not show all tasks that have been assigned just ones that need updating this SURF cycle.

You are logged on as **training@user1** | [Logoff](#) | [Print this page](#) | [Return to Project Page](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER
99	SW	1.0	TRAIN01C	X	Training Project	TRAN	Training	TRAINING USER 1 602-555-1212		4/10/2012 12:00:33 AM	
Current Program Co\$t									Program FY		
APSR Comments											
Issues and Actions											
History											
Act ID	Description	Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration		
TT42GA	Activity A	01/20/2011	11/30/2011	60	40	01/20/2011		01/30/2012	60		
Comments											
TT42GB	Activity D	10/12/2011	11/08/2011	20	20						
Comments											
TT42GB10	Activity C	10/04/2011	10/25/2011	15	15						
Comments											
TT42GB20	Activity B	10/04/2011	10/11/2011	5	5						
Comments											

Items that need updating are in **BOLD**. The information that has been updated is in the “Actual Start”, “Actual Finish”, “Expected Finish” and “New Remaining Duration” columns. The Project Manager is an active email link to make it easier to send an email to the Project Manager.

To return to the project listings click on the “Return to Project Page link.”

Program and Project Management Section

To get a list of all projects that you have been assigned tasks including those not in the current SURF cycle, first return to the project listing page by clicking “Return to Project Page”.

SURF Project Page - Microsoft Internet Explorer provided by ADOT

http://primawebdev/websurf_training/ProjectInfo.asp?mode=user

ADOT WebSURF

List of Projects to Update

You are logged on as **training@user1**

Click on Underlined Project Links to Update Activities Due This Period

[To Review or Print your updates](#)

[Project Manager Summary of SURF Responses](#)

[Listing of all the projects for which you have activities](#)

[Return to Menu](#) | [Logoff](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	EV	BID READY	BID ADV	UPDATED
----	----	----	-------	---	--------------	-------	--------------	-----------------	----	-----------	---------	---------

Click on the link “listing of all the projects for which you have activities”

SURF Project Summary Page - Microsoft Internet Explorer provided by ADOT

http://primawebdev/websurf_training/SurfersSummary.asp

ADOT WebSURF

All the projects for which you have activities

You are logged on as **training@user1** | [Logoff](#) | [Print this page](#) | [Return to Project Page](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER
99	SW	1.0	TRAIN01C	X	Training Project	TRAN	Training	TRAINING USER 1 602-555-1212		4/10/2012 12:00:33 AM	

Current Program Co\$t

APSR Comments

Issues and Actions

History

Act ID	Description	Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration	Surf User
TT42GB20	Activity B	10/04/2011	10/11/2011	5	5					Training User 1
TT42GB10	Activity C	10/04/2011	10/25/2011	15	15					Training User 1
TT42GB	Activity D	10/12/2011	11/08/2011	20	20					Training User 1
TT42GA	Activity A		11/30/2011	60	40	01/20/2011		01/30/2012	60	Training User 1

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You will get a list of all the projects for which you have been assigned tasks. To return to the project listings click on the “Return to Project Page link.”

Program and Project Management Section

If you have assigned tasks on multiple projects they will show up in this report, see example below.

SURF Project Summary Page - Microsoft Internet Explorer provided by ADOT

http://primawebdev/websurf_training/SurfersSummary.asp

Google

SURF Project Summary Page

ADOT

WebSURF

All the projects for which you have activities

You are logged on as LMakler@azdot.gov | [Logoff](#) | [Print this page](#) | [Return to Project Page](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER		
87	NA	346.0	H717901C	H	HOMOLOVI RUINS STATE PARK	A6SP	CONSTRUCT ROAD	EVELYN MA 602-712-6660	TBD	TBD	Lee Makler (602) 712-8579		
Current Program Co\$t					\$1,025,000		Program FY		14				
APSR Comments					Final submittal is still pending.								
Issues and Actions					Schedule modified/updated per PM.								
History													
Act ID	Description				Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration	Surf User
D9CS998	Bid Package Ready Date (Finish Milestone)					04/25/2050	0	0					Lee Makler
Comments													
D9CS999	Bid Advertisement Date (Finish Milestone)					05/25/2050	0	0					Lee Makler
Comments													
RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER		
82	SC	20.0	H718201C	T	PATAGONIA LAKE (SONOITA CREEK)	AR1E	CONSTRUCT ROAD	EVELYN MA 602-712-6660	TBD	TBD	Lee Makler (602) 712-8579		
Current Program Co\$t					\$550,000		Program FY		12				
APSR Comments					Still working on the RW issues of the trail alignment.								
Issues and Actions													
History													
Act ID	Description				Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration	Surf User
VDCS998	Bid Ready Date (Finish Milestone)					04/25/2050	0	0					Lee Makler
Comments													
VDCS999	Advertisement Date TBD (Finish Milestone)					05/25/2050	0	0					Lee Makler
Comments													
RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER		
10	PM	236.4		T	MARANA ROAD TO CORTARO ROAD	CO1J	RECONSTRUCT & WIDEN FRONTAGE ROADS (DESIGN)	ROBIN RAINE 520-388-4264	Design	Design	Lee Makler (602) 712-8579		
Current Program Co\$t					\$4,000,000		Program FY		15				
APSR Comments													
Issues and Actions					Not my project								
History													
Act ID	Description				Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration	Surf User
EBCS998	Bid Advertisement Package Ready (Finish Milestone)					04/25/2050	0	0					Lee Makler
Comments													
EBCS999	Bid Advertisement Date					06/25/2050	0	0					Lee Makler

Done

Local intranet 100%

From the “listing of all the projects for which you have activities” page click on the “Return to Project Page link.”

Program and Project Management Section

If you are a project manager you can also see all the updates to your projects.

On the Project Page click on the “Project Manager Summary of SURF responses” link. If you are not a project manager you won’t see this link.

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	EY	BID READY	BID ADV	UPDATED
99	SW	1.0	TRAIN01C	X	Training Project	TRAN	Training	TRAINING USER 1 602-555-1212			4/10/2012 12:00:33 AM	

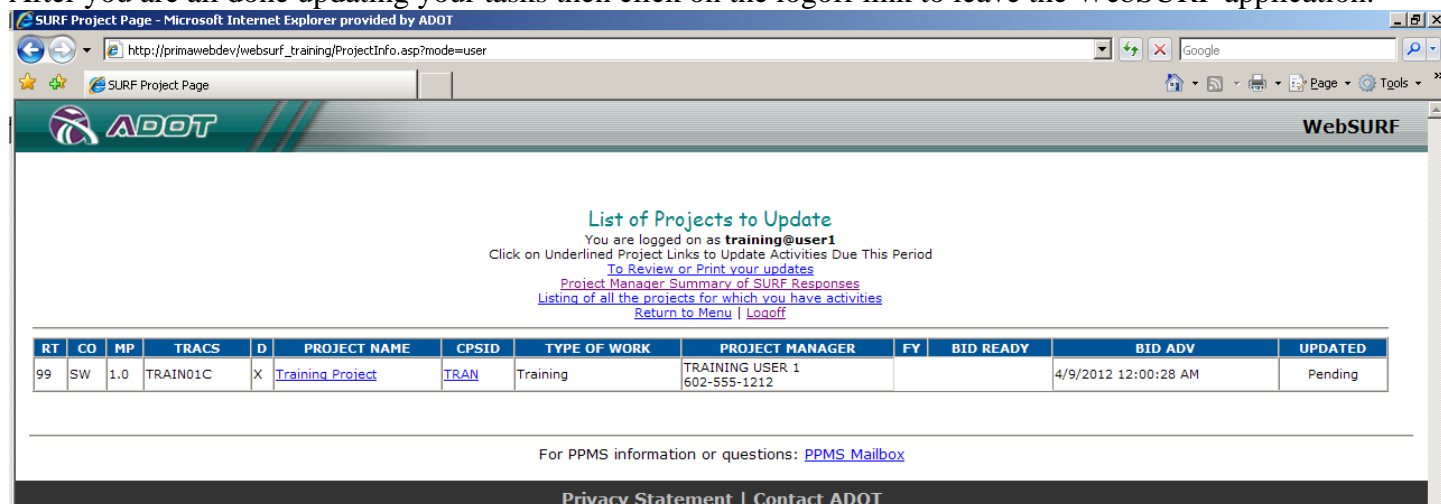
Act ID	Description	Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration	Surf User
TT40XPL	Kickoff Meeting	10/03/2011	10/03/2011	1	1					Training User 2
TT41XES	Complete Mapping and Survey	10/04/2011	01/09/2012	65	65					Training User 2
TT4203BD	Prepare Stage II Bridge Plans (TY Linn)	10/26/2011	01/09/2012	50	50					Training User 2
TT4203EP05	Obtain Environmental Clearance for Geotech	12/01/2011	03/27/2012	80	80					Training User 2
TT4203HP	Prepare Stage II Plans & Estimate	10/12/2011	01/09/2012	60	60					Training User 2
TT4203sbmt	Assemble, Distribute Stage II Submittal- Complete	01/10/2012	01/11/2012	2	2					Training User 2
TT4207PL	Stage II Review & Comment Resolution	01/12/2012	02/02/2012	15	15					Training User 2
TT4223PS	Prepare Pavement Des Smry & Initial Material DsnRpt	10/25/2011	11/22/2011	20	20					Training User 2
TT42GA	Activity A	01/20/2011	11/30/2011	60	40	01/20/2011		01/30/2012	60	Training User 1
TT42GB	Activity D	10/12/2011	11/08/2011	20	20					Training User 1
TT42GB10	Activity C	10/04/2011	10/25/2011	15	15					Training User 1
TT42GB20	Activity B	10/04/2011	10/11/2011	5	5					Training User 1
TT42GC	Prep Analysis & Issue Draft Geotech Report	10/03/2011	10/24/2011	15	15					Training User 2
TT42XGS	Prepare Final Geotech Report	11/16/2011	11/30/2011	10	10					Training User 2
TT42XPL	STAGE II SUBMITTAL COMPLETE		01/11/2012	0	0					Training User 2

Tasks that are awaiting updates are in **BOLD**. The information that has been updated is in the “Actual Start”, “Actual Finish”, “Expected Finish” and “New Remaining Duration” columns. The Project Manager and Surf User names are active email links to make it easier to send an email to the person responsible for that project or task.

To return to the project listings click on the “Return to Project Page link.”

Program and Project Management Section

After you are all done updating your tasks then click on the logoff link to leave the WebSURF application.



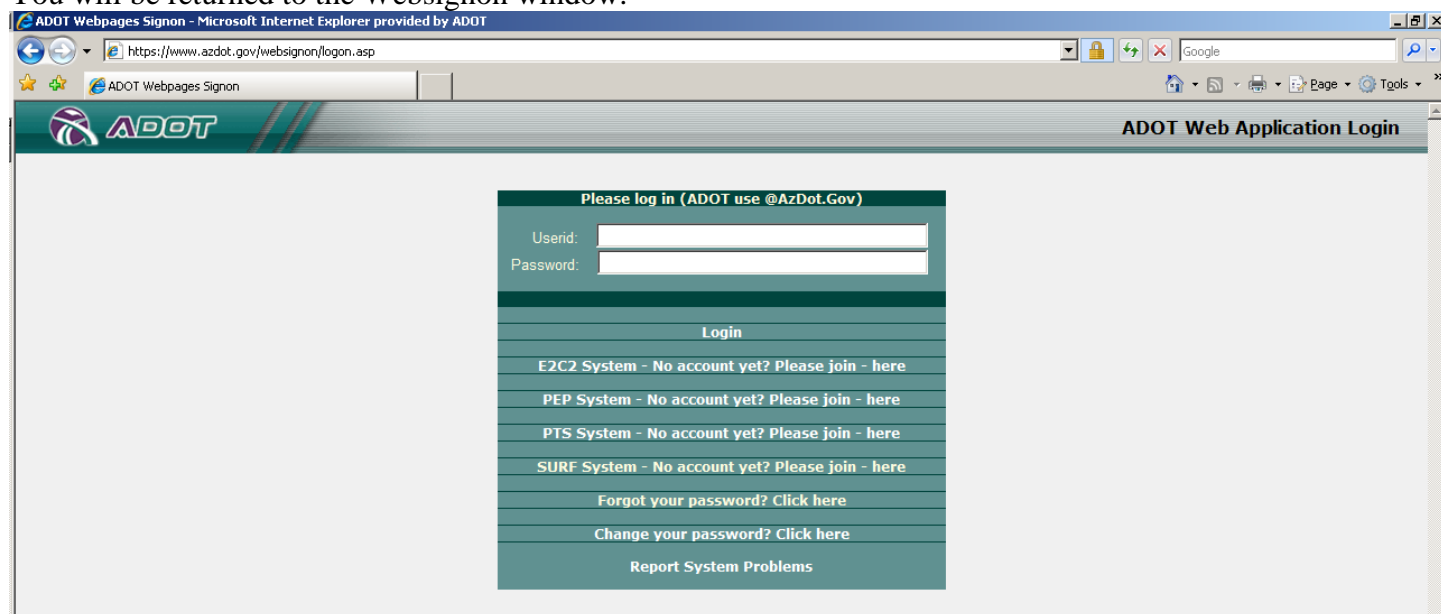
The screenshot shows the 'SURF Project Page' in a Microsoft Internet Explorer browser. The page title is 'SURF Project Page - Microsoft Internet Explorer provided by ADOT'. The address bar shows the URL: http://primawebdev/websurf_training/ProjectInfo.asp?mode=user. The page features the ADOT logo and the text 'WebSURF' in the top right corner. The main content area displays a heading 'List of Projects to Update' and a message: 'You are logged on as **training@user1**'. Below this, there are several links: 'Click on Underlined Project Links to Update Activities Due This Period', 'To Review or Print your updates', 'Project Manager Summary of SURF Responses', 'Listing of all the projects for which you have activities', 'Return to Menu', and 'Logoff'. A table with 12 columns is displayed, showing project details. The columns are: RT, CO, MP, TRACS, D, PROJECT NAME, CPSID, TYPE OF WORK, PROJECT MANAGER, FY, BID READY, BID ADV, and UPDATED. The table contains one row of data for a project named 'Training Project'.

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	FY	BID READY	BID ADV	UPDATED
99	SW	1.0	TRAIN01C	X	Training Project	TRAN	Training	TRAINING USER 1 602-555-1212			4/9/2012 12:00:28 AM	Pending

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You will be returned to the Websignon window.



The screenshot shows the 'ADOT Webpages Signon' page in a Microsoft Internet Explorer browser. The page title is 'ADOT Webpages Signon - Microsoft Internet Explorer provided by ADOT'. The address bar shows the URL: <https://www.azdot.gov/websignon/login.asp>. The page features the ADOT logo and the text 'ADOT Web Application Login' in the top right corner. The main content area displays a login form with the heading 'Please log in (ADOT use @AzDot.Gov)'. The form includes fields for 'Userid:' and 'Password:'. Below the login fields, there is a 'Login' button. Underneath the login button, there are several links for different systems: 'E2C2 System - No account yet? Please join - here', 'PEP System - No account yet? Please join - here', 'PTS System - No account yet? Please join - here', and 'SURF System - No account yet? Please join - here'. At the bottom of the form, there are links for 'Forgot your password? Click here', 'Change your password? Click here', and 'Report System Problems'.

Thank you for using WebSURF to update your tasks in the ADOT predesign and design of construction projects. With your help ADOT projects can be advertised in a fast and efficient manner.